



Apprentice Discount Form

Please read the attached notes before filling this form in. Fill in using BLOCK CAPITALS and black ink.

Part 1: The Applicant The form must be completed by the person who is liable to pay the Council Tax.

Council Tax Reference Number:.....		
Applicants Name.....		
Address:		
Home phone number	Mobile phone number	E-mail address

Part 2: Apprentice's Name The dwelling must be his/her sole or main residence.

Full Name.....

Part 3: How many residents of the property will be 18 or over by next April?

Part 4: Training Details

Qualification to be gained	
Commenced Date	End Date
Employers Name	Employers Address

Declaration:

I declare that the information given above is to the best of my knowledge, true, accurate and complete. I undertake to notify you should any of the information on this form change within 21 days of occurring otherwise I may incur a penalty of £50.

Signature of Applicant Date

Part 5 Employers Certificate

I certify that is employed by me/this company and that (s)he is undertaking a programme of training in accordance with the attached letter and that the training dates given above are correct.

Signature of the employer: Date

**You can hand this form in at our One Stop Shop, e-mail or post it to this address.
Revenues & Benefits Section, P.O Box 30, Town hall, Lancaster Rd, Preston
PR1 2GD**

E-mail: ctax@preston.gov.uk Web: www.preston.gov.uk



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Notes

To be considered for a discount the apprentice must be:-

- a) employed for the purpose of learning a trade or profession,
- b) undertaking a programme of training leading to qualification accredited by the National Council for Vocational Qualifications or the Scottish Vocational Educational Council; and
- c) earn less than £195.00 per week
- d) earn substantially less than is likely to be received if the qualification is achieved

Before a discount can be granted the applicant must provide the information in parts 1 to 4 of the attached form. As proof of earning please provide a copy of your wage/pay slip with the attached form. The employer must complete the certificate in Part 5. The complete form should be returned as soon as possible.

If you need help to complete this form or there is anything you wish to know, please contact 01772 906902 or visit our One Stop Shop. You can visit our One Stop Shop to hand in evidence/documents without an appointment or make an appointment to see a member of staff by calling 01772 906902.

Preston City Council will use your information for Council Tax purposes and in a manner compatible with the Data Protection Act.

Any disclosure or sharing of information will only take place where required or permitted by law.

For further information visit www.preston.gov.uk